

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-023

OPENING DATE: 6 February 2004

CLOSING DATE: 8 March 2004

ANTICIPATED FILL DATE: 11 Apr 04

POSITION TITLE AND NUMBER

Supply System Analyst
PDCN 70147000, MD #: 1620-710

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office
(USPFO-SS), NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-2003-11 \$48,022.00 - \$62,429.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 EXT. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call. **1-800-621-4136 EXT. 6172/6431.**

1. Knowledge of Logistical Procedures to include MILSTRIP Process and STAMIS systems.
2. Knowledge of budget and Financial Process.
3. Ability to provide analysis of procedures, services, and operation of the division and unit level logistics and formulate effective policies.
4. Ability to correspond and coordinate with all levels of command, to include NICPs, NGB, DA as well as subordinate commands.
5. Knowledge of Regulatory requirements governing the accounting for government property
6. Ability to research information.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army/Air National Guard (NCARNG/NCANG). NCARNG/NCANG status (military grade, MTOE or TDA assignment, MOS/AFSC/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS/AFSC in the NCARNG/NCANG shown under Military Assignment below.** 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible Officer/Warrant Officer/Enlisted position in the NCARNG is mandatory. (Q: 88/91/92, AOC: 90A, WO: 92, Enl: 92Z/62Z)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES This position is located in the Supply and Services Division of the United States Property and Fiscal Office (USP&FO). Its purpose is to perform comprehensive analysis of logistical procedures, services, directives and the operation of the division. The incumbent compiles, correlates, and submits various reports on logistical functions and provides technical guidance and policy direction for the division. Acts in behalf of the Supply Management Officer when required. Reviews, analyzes and interprets logistical directives and procedural instructions, to include internal controls from higher authority, and recommends local policy and procedures for the Division. Recommends substantial changes in technical, operational, and clerical procedures as appropriate. Performs extensive research, comprehensive analysis and applies sound judgment in recommending resolution to major logistical problems, changing local policy or assigning responsibility for projects to subordinate branches. Coordinates the activities of the division with other functional area managers to correct problems, evaluate readiness or perform complex logistical studies. Reviews results of property book validations, Supply Accountability Assistance Instruction Team (SAAIT) activities, and external evaluations to determine systemic problems. Develops and recommends corrective action to systemic problems. Coordinates with the National Inventory Control Points (NICP), National Guard Bureau (NGB), Department of the Army (DA), Department of Defense (DOD), etc., to ensure effective and efficient support to the state. Provides functional analysis of automated support requirements. Investigates and analyzes a variety of supply problems, questions or conditions related to fielded automated logistic systems. Recommends Engineering Change Proposals (ECP's) to modify, change or enhance applicable logistics programs in Standard Army Management Information Systems (STAMIS). Participates in ensuring automated logistical systems adequately support logistical functional requirements to manage the supply support activity. Provides functional requirements to the Director of Information Management (DOIM). Incumbent is responsible for coordination, implementation, and evaluation of the division's responsibilities in the Army's Management Control Program, to include internally supplemented controls. Keeps supervisor advised on current status of management control issues within the Division. Provides recommendations on material weaknesses corrections. Assists subordinate branches within the Division in establishing local procedures. Reviews logistical reports and recommends action to ensure overall effectiveness. Advises on available sources of personnel, funds, and facilities for the operation of the Supply and Services Division. Analyzes logistical functions for potential improvement and recommends action to correct deficiencies. Monitors follow-up action on audits, evaluations and inspection reports. Evaluates the effect of new supply and services programs on funding requirements and develops or participates in the development of justification for budget submission/modification. Assists in the preparation of the State Operating Budget (SOB) and financial programs in the division. Reviews all funding documents such as MIPR's, MILSTRIP etc. to determine adequacy of program support. Coordinates with Division program managers on funding allocation and expenditures. Reviews and analyzes unliquidated obligations and funding reservations. Analyzes financial reports for abnormal conditions or trends. Develops recommendations for corrective action. In conjunction with customer assistance, incumbent acts as a focal point of contact for systemic logistical issues within the Supply and Services Division and between the Supply and Services Division and customers. Incumbent resolves all issues and keeps the Supervisor informed. Performs other related duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. Individual selected may be terminated upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1